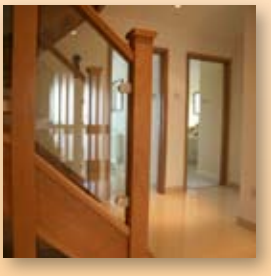
BOYLAND
JOINERY LIMITED



Boyland Joinery

Product Care & Maintenance Manual

Thank you for purchasing a Boyland Joinery product, manufactured to a strict quality assured system ensuring exacting performance and customer satisfaction.

To maintain this quality assurance the product must be cared for, installed and maintained in accordance with this manual.

Failure to comply with Boyland Joinery Conditions may invalidate your warranty.

Please ensure a copy of this manual is kept with the product, or made available to the eventual user.

Contents.

General Product Care.

Handling

The customer is to prepare an area not exposed to the elements for safe storage of delivered goods, in the case of supply only the customer is responsible for providing adequate labour to unload and check goods are in good condition and correct.
Large heavy joinery items will have any removable moving components or if not possible then glazed units, supplied loose for site installation to reduce the weight to avoid any injury during manual handling.
Site must ensure risk assessments for unloading, fixing and working at heights are communicated to the work force.

Storage

Provide a clean, safe and dry area for storage.
Goods to be stacked vertically on bearers ensuring safety and stability separated apart allowing adequate airflow between products.
Store loose items of ironmongery separately in a secure area for fitting after installation.
Remove product wrapping if products are to be stored for more than 1 month and ensure adequate ventilation.
DO Not; Store products in an area where wet trades have recently been working or areas that are still drying out.
DO Not; Store in areas of strong sunlight or darkness for long periods of time to avoid paint discolouration.
DO Not; Lay products flat on bearers, as products need to be stored vertically to protect glazing and paint systems.

Installation

The frame is to be fixed into the opening ensuring: -
The outer frame must be square.
The jambs of the frame must be straight and parallel with each other.
The outer frame must be without twist and to be plumb.
Packers not allowing distortion support the frame.

Fixings should be positioned 150mm up and down from each of the four corners and thereafter at maximum 500 centres in between.

All joint tolerances are maintained and consistent to facilitate operation and water run off where applicable.
During the installation of joinery continual checks must be carried out to ensure that the opening components have freedom of movement whilst maintaining their seal against the weather-strip:

In the case of replacement joinery reveals must be sterilised before new joinery is fixed.
Joinery should be installed into prepared openings. The practice of Building In will invalidate the guarantee.
If any cutting is necessary during installation, the exposed parts must be treated with preservative (if appropriate) and sealed, with a further two decorative coats as originally specified.
For complete peace of mind and to ensure your product guarantees are not compromised, please specify the use of our complete installation service. For specific product installation please refer to the back of this manual

Site Glazing

We recommend that members of the Glass and Glazing Federation be used for the manufacturer and installation of the glazed units. This to ensure the following industry standards are complied with: - Glass and Glazing Manual Section 4.2, BS8000 Part 7: 1990 and NHBC Chapter 6.7.

All site glazing must be of a drained and vented system with setting blocks, distance pieces and glazing spacers correctly positioned. (See maintenance section for glazing instructions)

Linseed oil putty glazing is not permitted and such use will invalidate the guarantee.

Glazing rebates and the concealed surfaces of all beads must receive a base coat of a proprietary brand sealer and one topcoat of the finishing material prior to glazing.

Care after Installation

Joinery components must not be used as scaffold supports, walkways, templates or subjected to other abuse.
Ensure adequate building ventilation, especially where wet trades have been as high levels of humidity can cause the decorative coating to blister and discolour.
Products must be protected at all times from dust and debris during the building process. Failure will cause damage to decorative coating, weather seals glass and ironmongery mechanisms.
When the building is finished, there should be adequate ventilation when the heating is switched on to avoid abnormal levels of humidity causing either an increase or a decrease in the moisture content of joinery components

Care During Use

The joinery items are manufactured from the best of the specified timber and to the highest quality commensurate with the product specification.
All moving parts should be maintained free of all binding and dragging. Joint tolerances should be maintained with an optimum gap to facilitate their operation and water run off where applicable.

Any item of ironmongery disconnected or removed for any reason must be reconnected or refitted otherwise damage to the joinery may ensue. When operating opening windows or door sets, if a resistance is felt do not forcibly operate the item or damage will occur. Always investigate the reason for the resistance.

All surfaces should be protected from mechanical damage during and after installation, with particular attention paid to corners and edges. Reasonable care and attention must be taken at all times to avoid mechanical damage, thereby preserving the integrity of the applied decoration.

Care And Maintenance

All items supplied either fitted at works or supplied loose for site fixing must at all times be maintained in a clean grit free condition.

Lubrication should be applied sparingly to moving parts at suitable intervals according to their environment during use.
In the event of grit particles entering any moving parts the item concerned must be cleaned and re-lubricated immediately, where possible removal for cleaning is advised.
Keep in good operating condition by regular cleaning, by using warm soapy water, wiping down internal, external face of the frame, opening members and glass.
Keep all seals around internal face of the frame free from dirt and grease checking for obstructions in mechanisms and lubricate regularly.
Failure to observe these recommendations will result in rapid deterioration and ultimately failure of the product.
Any item of ironmongery failing as a result of neglect must be replaced immediately in order to preserve the original geometry and function of the item to which it is fixed. Failure to do so may result in damage to

accompanying items of ironmongery due to overloading. Distortion of the joinery product itself may also occur due to the lack of full positional control afforded by an incomplete ironmongery system.
Fine metallic finishes (ie: lacquer) to ironmongery must be cleaned with non-abrasive, non-corrosive cleaners; otherwise the fine surface finish will be damaged.

Coatings Maintenance

Cleaning

Windows and doors should be cleaned regularly to prolong their life. The following guidelines apply to both interior and exterior surfaces.

On a vertical painted surface streaking will be minimized if the surface is washed from top to bottom. Superficial surface dirt can be removed by washing with water and a damp cloth. Remove heavier accumulations with a mild solution of household detergent. Always wipe the surface well with clean water to remove excess detergent.

- Do not allow abrasive tools, strong detergents, ammonia, bleach or other harsh cleaning chemicals to come into contact with finished surfaces.
- Avoid solvents.
- Avoid leaving detergents and other liquid cleaners on wood substrates to prevent possible absorption.
- Avoid saturating the product.
- Care must be taken to ensure cleaning cloths are kept free from grit and debris.

Maintenance Cycle

Opaque Systems
A surface coated with an opaque system will normally last up to 10 years depending on the degree of exposure.

Inspection
Window frames/doors should be checked according to the inspection cycle below and then annually.

	Climate		
Construction	**Moderate:** This would include non-coastal areas at low altitude.	**Hard:** This would include areas within ½ mile of coastline.	**Extreme:** Any areas of high altitude, e.g. Snowdonia or Northern Scotland, or exposed coastal areas.
Sheltered, e.g. beneath porch or large roof overhang	8 Years	8 Years	6 Years
Partly Sheltered, e.g. window built back in reveal	8 Years	6 Years	5 Years
Not Sheltered, e.g. face of building	6 Years	5 Years	4 Years

Translucent systems
A surface coated with a translucent system will normally last up to 6 years depending on the degree of exposure.

Inspection
Window frames/doors should be checked according to the inspection cycle below and then annually.

	Climate		
Construction	**Moderate:** This would include non-coastal areas at low altitude.	**Hard:** This would include areas within ½ mile of coastline.	**Extreme:** Any areas of high altitude, e.g. Snowdonia or Northern Scotland, or exposed coastal areas.
Sheltered, e.g. beneath porch or large roof overhang	5 Years	4 Years	3 Years
Partly Sheltered, e.g. window built back in reveal	4 Years	3 Years	2 Years
Not Sheltered, e.g. face of building	3 Years	2 Years	2 Years

Redecoration
Surfaces that have been damaged or where the paint film has some other form of defect should be treated with an exterior quality oil/alkyd based coating.

Any blistering, cracking or flaking should be dealt with immediately, as follows:

- Wash the window frame/door with a mild alkaline cleaning solution.
- Sand away cracked and flaking paint, and scrape off any resin that may have seeped out of the wood.
- Fill any cracks that may have developed in the corner joints of the frame/casing, or on the windowsill, with elastic filler.
- Spot repair the freshly sanded surface, using an exterior alkyd primer. Repaint the entire exterior of the window frame/door using an alkyd or acrylic topcoat paint, suitable for exterior application on window frames/doors.
- Avoid painting in rain or when the window frame/door is damp, or in temperatures below 8°.

General recommendations

- Any surface cut, particularly those exposing end grain must be brush coated with preservative and then coated with at least one full coat of an alkyd or acrylic paint suitable for exterior application before the joinery is in a fixed position.
- If the paint finish film is damaged it must be repaired immediately. Failure to do so will result in reduced durability of the coating system.
- Frames should not be rubbed down with coarse sanding paper. If a key is required use a fine sanding cloth.
- Failure to follow the above recommendations may affect this guarantee and the long-term performance of the windows.

Product Operation.

Sash window with Egress hinges;

To open sash, insert key into handle and turn to unlock, with thumb depressing centre button lift upwards and pushing away from you opening the window to it's desired position.
To close window grasp handle and pull towards you, engaging locking mechanism by pushing down the handle insert key into handle and turn to lock window.
To engage night vent facility, open window as previously described but only push the sash away slightly and engage the night-vent keeper position.

To clean the outer face of glass open window slightly as previously described, depress the purple tab located in the top and bottom hinge mechanisms and push it away from the heel of the hinge until it engages.
Push the sash away from you; this will open the sash to its easy clean position.
After cleaning close the window as previously described.

Vertical Sliding Sash Windows;

The following are simple precautions to be taken when opening and closing double hung sliding sash windows.
Before attempting to open the window please ensure that:
a) The fitch catch on the centre-meeting rail is in the UNLOCKED position.
b) The security vent lock (when fitted) is screwed FULLY in and will not foul the bottom sash when it is lifted.
On completion of points (a) and (b) above lift the bottom sash using the 2 No. Sash lifting handles provided. If you wish to open the top sash, push downwards on the meeting rail to initiate the downward movement, thereafter a gentle downward pressure applied to the glazing bars will complete the process. Do NOT lean out of the window to open the top sash.
To close the windows check that the fitch catch and security vent lock are positioned as (a) and (b) and with the aid of the 2 No. Handles pull the sash gently down to the closed position.
The fitch catch can then be turned to the locked position. If ventilation is required the security vent lock can be unscrewed and the fitch catch placed in the unlocked position. Either sash can then be opened to provide a secure opening

If resistance is felt when attempting to open or close a sliding sash window DO NOT USE EXCESS FORCE or personal injury or damage to the window may occur. Seek the assistance of the designated maintenance persons or report the problem to the appropriate authority.

Slide-Tilt Sash Windows;

The following are simple precautions to be taken when opening and closing tilt turn sliding sash windows.
Before attempting to open the window please ensure that:
a) The fitch catch on the centre-meeting rail is in the UNLOCKED position.
b) The security vent lock (when fitted) is screwed FULLY in and will not foul the bottom sash when it is lifted.
On completion of points (a) and (b) above lift the bottom sash using the 2 No. Sash lifting handles provided. If you wish to open the top sash, push downwards on the meeting rail to initiate the downward movement, thereafter a gentle downward pressure applied to the glazing bars will complete the process. Do NOT lean out of the window to open the top sash.
To close the windows check that the fitch catch and security vent lock are positioned as (a) and (b) and with the aid of the 2 No. Handles pull the sash gently down to the closed position.
The fitch catch can then be turned to the locked position. If ventilation is required the security vent lock can be unscrewed and the fitch catch placed in the unlocked position. Either sash can then be opened to provide a secure opening.

Cleaning outer face of glass; Move both sashes to a point at which top rails can be held firmly with both hands
Operate both guide catches to the lower sash. Hold the top rail of the lower sash firmly with both hands, as close to the end as possible. Maintaining a slight downward pressure, tilt the sash inwards to the limit of the restrictor arm. Repeat for the top sash. **Once glass has been cleaned;** close window by, retaining downward pressure return the top sash to the vertical and relocate the guide catches. Then return the bottom sash and relocate guide catches. During these operations ensure sash is parallel with cill and check guide catches have properly engaged.

If resistance is felt when attempting to open or close a sash DO NOT USE EXCESS FORCE or personal injury or damage to the window may occur. Seek the assistance of the designated maintenance persons or report the problem to the appropriate authority.

Fully reversible top hung casement window.

Open window by pressing button in centre of handle and lift handle upwards and push away from your-self. This will open the sash to the first restricted position. To open the window to the second restricted position you must firstly press down on the hinge restrictor located in the left hand hinge channel (release once mechanism passes restricted position), at the same time continue to push the sash away from yourself, this will lock the window in the second restricted opening position.
To lock the restrictor mechanism, turn the black restrictor lock located in the left hand hinge channel with the key provided.
To close window grasp handle and pull towards you, engaging locking mechanism by pushing down the handle insert key into handle and turn to lock window.

To clean outer face of sash, open window by pressing button in centre of handle and lift handle upwards and push away, press down on the hinge restrictor located in the left hand hinge channel (release once mechanism passes the second restricted position), at the same time continue to push the sash away, this will open the window past the second restricted opening position. Then release, handle and grip top of sash and pull in a downward motion until the sash fully reverses itself and locks into the second reversed, restricted position. Ensure the sash has locked into the restricted position by pushing against it.

The sash is now in the correct position to be cleaned. Once cleaned the sash can be returned to its original position by, pressing down on the hinge restrictor (release once mechanism passes the second restricted position) and at the same time pull up the sash and push it toward the head of the window when the sash has reached a suitable position to be able to grasp the handle pull it toward your-self until it returns to the closed position, this action automatically engages the hinge restrictor mechanism.

Door-sets

Doors hung on adjustable hinges and locked with multi point locking espagnolette, with Euro cylinder lock-lever handle

Opening door from the outside when locked.

To gain entry through the door insert key into euro-cylinder and turn anti-clockwise to unlock door, to disengage hook and dead bolt mechanisms grasp door handle and push down, (turn key this turns the latch for split spindle front doors only), whilst still grasping handle push-pull door from yourself and opening far enough to pass through.

Opening door from the outside not locked split spindle only.

To gain entry through the door insert key into euro-cylinder and turn anti-clockwise to release latch, grasping handle pull-push door from yourself and opening far enough to pass through.
(Please note when entering from outside if the door is not locked the key opens the door not the handle)

Opening door from the Inside when locked.

To leave through the door, turn the key-thumb turn (situated below the handle) clockwise to unlock the door. Grasp handle and push down whilst pull-push the door from yourself and opening it far enough to pass through.

Opening door from the inside when not locked.

To leave through the door, grasp handle and push down whilst pull-push the door from yourself and opening it far enough to pass through.

Locking door from outside.

To lock door from outside pull-push door closed using handle, whilst grasping handle insert key into euro-cylinder push handle upwards as far as possible to engage to hook and dead bolt mechanisms, then turn key clockwise locking door, remove key.

Locking door from inside.

To lock door from inside pull-push door closed using handle, whilst grasping handle push upwards as far as possible to engage to hook and dead bolt mechanisms, then turn thumb turn (located under handle) anticlockwise locking door.

Lift & Slide Patio Doors:

To open sliding door, first insert key and turn anticlockwise to unlock door, grasp the handle and rotate downwards through 180° and pull away from frame opening door.
To close door, grasp handle pull until door engages with locking pins, then rotating the handle upwards through 180°, turn key clockwise to lock door.
To engage night-vent facility open door as described previously, but only move door slightly to leave a 10mm gap, then rotate handle upwards to engage locking pins turn key to lock door.

Bi Fold Door System:

To open the door, turn the master door key (situated below the handle) clockwise to unlock the door. Grasp handle and push down whilst pushing the door away from yourself and opening it to 90°, open remaining doors by firstly releasing the top and bottom concealed bolts situated in the edge of the next door or (when double espagnolette is used unlock the door grasp the handle and push down whilst pushing the door away from yourself), secondly release the top and bottom bolts located on the internal face of folding doors, grasping the central hinge handle push away from yourself whilst with the other hand grasping the folding doors pushing all doors until they fold flat against each other.

To Close Doors from the inside push doors away from open position, grasping hinge handle pull doors closed, whilst still grasping hinge handle engage top and bottom bolts locking folding doors into position, close the last folding door and engage top and bottom concealed bolts. Grasp master door handle pulling it closed, lift handle upwards to engage locking mechanism, turn the key to lock doors.

CARE AND MAINTENANCE OF IRONMONGERY

All items supplied either fitted at works or supplied loose for site fixing must at all times be maintained in a clean grit free condition. Where protection such as plastic wrapping is present this should be left in place until all building works likely to allow the introduction of foreign matter are complete.

Lubrication should be applied sparingly to moving parts at suitable intervals according to their environment during use. The manufacturer advises WD40 applied at the top end of the spiral balance.
In the event of grit particles entering any moving parts the item concerned must be cleaned and re-lubricated immediately, where possible removal for cleaning is advised.

Failure to observe these recommendations will result in rapid deterioration and ultimately failure of the product.

Any item of ironmongery failing as a result of neglect must be replaced immediately in order to preserve the original geometry and function of the item to which it is fixed. Failure to do so may result in damage to accompanying items of ironmongery due to overloading. Distortion of the joinery product itself may also occur due to the lack of full positional control afforded by an incomplete ironmongery system.

Fine metallic finishes (ie: lacquer) to ironmongery must be cleaned with non-abrasive, non-corrosive cleaners; otherwise the fine surface finish will be damaged.

Installation

Sash windows; Level and plumb frame in opening ensuring all components are straight and supported ensure adequate fixings are used. (Frames over 1200mm wide will require head and sill fixings)
Loose sashes, remove any packaging, checking sash to frame location match, offer the sash into frame and fix hinges with screws provided.
Fit Trickle ventilators to head of window with screws provided.
Any loose glass is glazed in accordance with Site glazing procedure. (See separate document Site glazing procedure)

Sliding Sash windows; Level and plumb frame in opening ensuring all components are straight and supported ensure adequate fixings are used. (Frames over 1200mm wide will require head and sill fixings)
Installing Loose Sashes; Sashes supplied loose, are marked with locations. Remove right-hand staff bead (All other are fixed) locate sash into groove formed by parting bead and fixed staff bead on the left-hand side of the window frame. Fit sash into opening and fix staff bead by firstly peeling back the clear film on the tape, locate staff bead in desired position peel all the clear film off the tape and apply pressure to the bead to bond staff bead to window jamb.
Type D balances; Lift sash up and prop open, thread the spiral rod upwards into the tube by revolving anti-clockwise use adjusting hook designed to fit into the balance foot, and pull downwards about 200mm without rotating, now apply
Anti-clockwise turns to increase balance tension, the objective is to apply the minimum amount of equal turns to the left and right balances until a balance is achieved.
Type F-K-M balances; Prior to installing the sash, tie a loop of strong cord or wire around balance foot, long enough to be visible when sash is raised. Lift sash up and prop open, fix balance foot to bottom of sash by pulling downwards on cord/wire until foot is visible and fold foot attachment under bottom of sash and fix with screws provided.
Adjust with a screwdriver. When adjusting (increasing the balance strength) caution is advised as the adjustment CANNOT be reduced in strength once applied. Adjustment is by anti-clockwise turns applied equally to both balances of each sash.
It is imperative to apply the LEAST amount of turns to achieve the required balance. Do not over-tighten.
The spring/spiral balances are adjusted at works prior to delivery. Despite this it may be found that a further slight adjustment may be necessary on site. This is a common occurrence and is not due to any defect of the balance.
The natural 'settling in' of the balances prompts this adjustment.
The following instructions cover all aspects of sash balancing on site. Please note all sash balances are NOT identical, they are manufactured to suit their respective sash total weights. Therefore if removal becomes necessary it is important that they are marked to ensure they are refitted into their original positions. Failure to observe this simple rule may result in irreparable damage to the balances.

Slide-Tilt windows; Level and plumb frame in opening ensuring all components are straight and supported ensure adequate fixings are used. (Frames over 1200mm wide will require head and sill fixings)
Installing Loose Sashes; Sashes supplied loose, are marked with locations. Offer sash up to window with glazed face upward, and the bottom of the sash towards the window opening. Locate frame balance brackets into balance shoes located each side of sash, push sash toward frame until balance bracket fully engages. Raise sash whilst doing so and push downward until able to align sash vertically in frame. Open sash enough to align retaining arm with pre-drilled fixings in edge of sash and fix with screws provided, vertically align sash and locate sash guides. Secure balance brackets to sash by fixing to bottom rail of sash with fixings provided.

TO BALANCE PRE-INSTALLED SASHES ON SITE PROCEED AS FOLLOWS:-

1. IDENTIFY THE BALANCE TYPE by lifting the bottom sash. The bottom foot of the balance will then be visible inside the groove provided. There are two balance types, spring or spiral. Spring types are F K & M, which have a screwdriver slot: and spiral type D that has an eyelet.

2. Types F K & M can be adjusted with a screwdriver. When adjusting (increasing the balance strength) caution is advised as the adjustment CANNOT be reduced in strength once applied. Adjustment is by anti-clockwise turns applied equally to the left and right balance of each sash. It is imperative to apply the LEAST amount of turns to achieve the required balance. Do not over-tighten.
3. Type D balances CANNOT be adjusted with a screwdriver they are provided with an adjusting hook designed to fit into the balance foot. Once engaged the spiral can be gently withdrawn and can be increased or decreased in strength: Anti-clockwise turns increase, clockwise decrease. Once more the objective is to apply the minimum amount of equal turns to the left and right balances until a balance
Is achieved.

N.B The balance weight is calculated from the glass specification given, if the glass fitted on site varies from this it may prove difficult to achieve a satisfactory balance, which may result in irreparable damage to the spiral balances.

WEIGHTS AND CORDS

If sashes are pre hung on weights and cords no further adjustment should be required.

N.B The lead weights are calculated from the glass specification given.
If the glass fitted on site varies from this, additional weights will be required, or if the weight difference is very large chains not cords may be required

Fully Reversible: Level and plumb frame in opening ensuring all components are straight and supported ensure adequate fixings are used. (Frames over 1200mm wide will require head and sill fixings)
Loose sashes, remove any packaging, checking sash to frame location match. Pull out each hinge arm located in the vertical frame members until the pin is central to the window-opening, offer up the sash into the frame with the external face up, tilt sash enough to allow top guide brackets to pass frame members and insert guides into rear groove of hinge track ensure the guide is flush with the end of the sash, move hinge arm until pin locates into bracket on side of sash. Close sash enough to expose top fixing hole in bracket and fix locking screw ensuring retaining spring in hinge bracket is against the pin.
Fit Trickle ventilators to top rail of sash with screws provided.
Any loose glass is glazed in accordance with Site glazing procedure. (See separate document Site glazing procedure)

Door-set Installation; Frame will be delivered with doors removed.
Level and plumb frame in opening ensuring all components are straight and supported ensure adequate fixings are used. (Frames over 1200mm wide will require head and sill fixings)
Remove any packaging, checking door to frame location match, offer the door to frame and fix hinges with screws provided.
Adjusting door; The vertical adjustment (Centre Hinge) has 32 turns. The horizontal adjustment (Top & Bottom Hinge) has 7 turns. Adjust the horizontal by turning clockwise to increase margins, counter clockwise to decrease margins. Adjust the vertical by turning clockwise (the door leaf moves in the direction of the arrow) counter clockwise (the door leaf moves in the opposite direction of the arrow). [You must support the weight of the door when adjusting the hinge]

Fixing Loose Items To Door.1no Euro cylinder cw fixing bolt and set of keys, 1no cylinder guard cw fixing bolt, and 1 no handle set cw 2 no fixing bolts, 1 No Spindle, (1 no split spindle Front doors Only).
Insert euro cylinder into door handle and fit into door stile from outer face of the door leaf, turn to locate euro cylinder in door espagnolette. From the outside face of the door mark where the face of the espagnolette lock case is in relation to the euro cylinder.
Turn the euro cylinder and remove. Slide cylinder guard over euro cylinder [First loosen the 2 no locking grub screws located on each side of the cylinder guard], Tighten locking grub screws either side of the cylinder guard ensuring the back face of the cylinder guard is in line with the mark made on the euro cylinder.
Turn to locate euro cylinder into door espagnolette, using fixing bolt provided insert into door espagnolette adjacent to euro cylinder and fully tighten.
Insert fixing bolt provided for cylinder guard from the inside face of the door and fully tighten.
Insert spindle (split spindle front doors only) from outer face of door (with the spring showing on outer face split spindle only), place handle over spindle and euro cylinder inserting fixing bolts on the inside face of door and fully tighten.

Adjustment of Keepers:
Located in the jamb rebate on the closing edge of the frame are 3 no factory fitted espagnolette keepers with adjustable surface mounted keepers.
The adjustment is made by loosening the bolts and moving plates to achieve desired fit of door to frame and retighten.

Lift Slide Door Set Installation; Frame will be delivered with sliding door removed.
When fixing frame into opening the sliding door must be fitted into the frame and locked in the closed position before attempting to fix frame into opening.
Hanging door in frame; Remove all packaging and place door onto sliding track, ensuring top guides are separated one each end of head track. Locate door into a vertical position, sliding top guides (1 Each End) onto the door stile and fixing into position using screws provided.
Fit outer finger pull and inner handle plate & bolt together with fixings provided, fit inner handle cover cap. Push handle spindle into faceplate ensuring handle is in the downward position and lock into position by tightening grub screw, locking handle to the faceplate.
Slide door closed and lock by lifting handle upward 180° door will lock into Jamb fixing pegs.
Level and plumb frame in opening ensuring cill is straight and adequately supported underneath. Provided is a groove down each jamb to fix the frame, after which a cover strip is glued into the groove.

Bi-fold Door Set Installation; Frame will be delivered with doors removed.
Level and plumb frame in opening ensuring cill is straight and adequately supported underneath with head parallel to cill.
Ensure adequate fixings are used. (Frames over 1200mm wide will require head and sill fixings)
Hanging doors into frame; Remove all packaging, (Doors are number in sequence) Place door 1 against end jamb locating hinges into recesses and fix in position, leave door adjacent to frame.
Lift door 2 into position by locating top guide into the track and lowering door onto bottom track, position door against adjacent door 1, locate hinges in recesses and fix.
Place door 3 against door 2 locating hinges in recesses and fix.
(When using a 5-door option this sequence is repeated)
Door 4 is placed against end jamb locating hinges into recesses and fix in position.
Fit euro cylinder guard and euro cylinder lock to espagnolette. (See door-set Installation)
Fix handle set to master door leaf and adjust slave leaf keepers as required. (See door-set Installation)
(Handle & cylinder sets to master & slave leaf on doors over 2.2m high)

SITE GLAZING PROCEEDURE FOR DRAIN VENTED SYSTEM
(Clip bead system)

A] Glazing rebates and beads free of defects and treated with 2 coats stain/paint.

B] Tape applied to rebates with corners mitered and clear film peeled back from
Each corner and miter joint silicone sealed. (Fill all four corners with bead of mastic)

C] Glass pane edges free from defects and clean.

D] Tape applied to glazing bead prior to glazing, neatly cut to end of bead.

E] Place in bottom glass rebate 5mm glazing packers.

F] Lay glass unit in rebate ensuring bottom edge is in contact with bottom packers. (5mm clip bead packers)

G] Centralize glass unit in width and insert appropriate clip bead packer and fix using stainless steel brads. (Clip beads positioned 50mm from corners of double glazed units and spaced at a maximum of 150mm centre's thereafter) Remove clear film from glazing tape.

H] Fit bottom glazing bead first pushing bead onto barbed clips and remove clear film from glazing tape.

I] Fit top glazing bead second pushing bead onto barbed clips and remove clear film from glazing tape.

J] Fit both side beads third pushing bead onto barbed clips and remove clear film from glazing tape.

Product Care & Maintenance Manuals are available to maintain the performance of our joinery supplied. Please download a copy and ensure they are passed to all personnel involved in the handling of our joinery product, especially the end user. No claims will be considered if these recommendations are not adhered to.

THE JOINERY MANUFACTURER MAY DISCLAIM RESPONSIBILITY FOR ANY DEFECT OR FAILURE THAT MAY SUBSEQUENTLY OCCUR IN THE JOINERY PRODUCTS, WHICH IS ATTRIBUTABLE TO NON-COMPLIANCE EITHER WHOLEY OR IN PART WITH THE AFOREMENTIONED ADVISE.

Should any product prove unsatisfactory as a result of defective manufacture our liability shall in no circumstances exceed the price of the defective piece. We shall not be responsible for any incidental work or expenses incurred in rectifying defect occasioned by mistreatment or poor workmanship applied to our product, or for any consequential loss howsoever arising.

In the unlikely event of a claim, please refer to our Guarantee Conditions & Claims Procedure.